



Texas Veterans Commission Enterprise Grants Management System

2019-2020 Negotiation Guide



Fund for Veterans' Assistance

Helping Veterans Starts Here

Negotiation

Negotiations are required to ensure the costs and services in your application are allowable, and to make any minor changes to the approved project that you have considered since the submission of the application.

The Grant Officer with FVA will Send Request for Negotiation to the grantee. Once initiated, the applicant will be able to respond to the request and make changes to the application in the system.

Negotiation Task: When TVC Initiates a negotiation GovGrants status changes to Negotiation Initiated. Recipient will receive a notification and have a task under pending tasks for review.

Negotiation Email: A separate email with details of the negotiation will be sent by the Grant Officer. The combination of information in this email and in the GovGrants portal will be used to adjust the application.

Application Adjustment: Via email and phone discuss the changes requested by Grant Officer to come to agreement on changes. Use this guide to edit application.

Submit Response: Final step is to submit Request back to the Grantor, so the negotiation can be completed from the FVA side and the Award Approval Process can begin in portal.

Frequently Used Action Icons:



Open PDF
Not Preferred



**View
Record**
Used Often



**Download
PDF**
Rarely Used



**Open In
New
Window**



Edit
Used Often



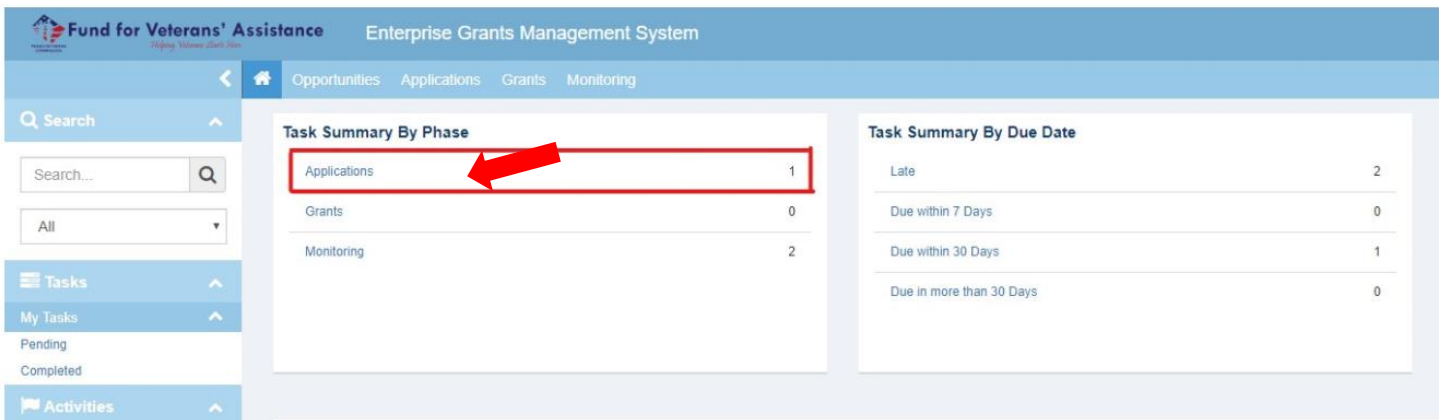
Start Task
Used Often

RECIPIENT NEGOTIATION

The Grant Officer with FVA will Send Request for Negotiation to the grantee. Once initiated, the applicant can respond to the request and make changes to the application in the system.

Steps for Negotiation

1. Log in to GovGrants at <https://tvcportal.force.com/>
2. Recipient will receive a notification and have a task under pending tasks for review.
3. Click Applications in the Task Box

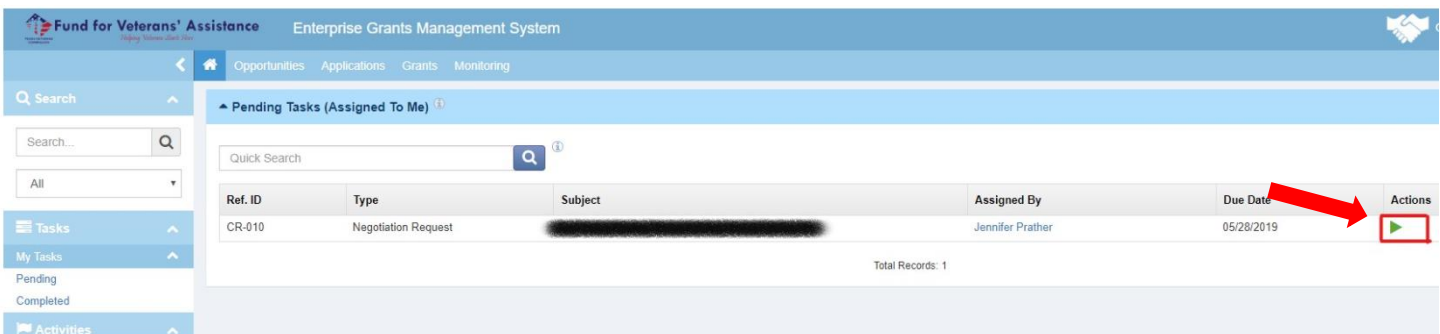


The screenshot shows the 'Enterprise Grants Management System' dashboard. On the left is a sidebar with a search bar and a 'Tasks' section containing 'My Tasks', 'Pending', and 'Completed'. The main content area has a 'Task Summary By Phase' table. A red box highlights the 'Applications' row, which has a count of 1, with a red arrow pointing to it. Below this is a 'Task Summary By Due Date' table.

Phase	Count
Applications	1
Grants	0
Monitoring	2

Due Date	Count
Late	2
Due within 7 Days	0
Due within 30 Days	1
Due in more than 30 Days	0

4. Select the Play button under the Actions column to open the Negotiation Request screen



The screenshot shows the 'Enterprise Grants Management System' dashboard with the 'Pending Tasks (Assigned To Me)' section. A table lists tasks, and a red arrow points to the 'Play' button in the 'Actions' column for the 'Negotiation Request' task.

Ref. ID	Type	Subject	Assigned By	Due Date	Actions
CR-010	Negotiation Request	[REDACTED]	Jennifer Prather	05/28/2019	[Play Button]

Total Records: 1

In this screen you will see the following details regarding the application changes. The **Description** and **Application Sections** are highlighted in the screenshot below. In addition, the **notification email** will include further details from the Grant Officer that you can refer to make edits to the application as needed. For the negotiation page, the buttons work as follows:

1. **Back:** Takes you back to the application so that you can make the necessary updates – if needed.
2. **Edit:** Opens the **Applicant Comments** textbox where you can enter your comments to the grantor about the negotiation request items. Applicant comments are required prior to submitting.
3. **Submit Request:** Sends the comments to the grantor concerning the negotiation request.

5. Select **BACK** button to open Application for editing.

Edits, when required by grantor, are most commonly needed within the **Overview**, **Budget and Forms and Attachments** tabs.

6. To make edits to Budget, Click Budget Tab and Select Edit

Application ID: [REDACTED] Applicant Organization: [REDACTED] Status: Negotiation Initiated Application Deadline: 11/16/2018 05:00 PM

Complete this application in order to apply to the selected funding opportunity. All fields with a red asterisk are required. You can save your app...[view more](#)

Created Internally Reviewed Submitted to Grantor

Overview **Budget** Negotiations Forms and Attachments Acknowledgement History

Opportunity

7. Following the negotiation details from Grant Officer adjust the budget by completing/updating the appropriate Budget Categories. Select edit icon for each line item that is being updated to display the budget category tables and corresponding narrative sections. Include changes to the table and the narrative.

Overview **Budget** Negotiations Forms and Attachments Acknowledgement History

Instructions

The budget is broken up into Direct and Indirect Costs. Within Direct Costs there are six allowable sections. Indirect Costs has one section. Each section represents a Budget Category that will make up your Total Grant Amount Request. The total grant amount request must equal the Amount Requested checked in Part I – Proposed Project. Complete each Table as applicable to your Proposed Project. Costs must be broken out in Tables to a degree that is sufficient to determine if costs are reasonable, allowable, and necessary for the successful performance of the grant project. Costs will be reviewed for compliance with UGMS and federal grant guidance found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Costs claimed as direct costs that appear indirect in nature or budgets claiming no indirect costs will be scrutinized for accuracy. Any such costs claimed as direct need to be fully explained, supported, be reasonable and treated in a consistent manner across your organization. The FVA may ask the applicant to reclassify costs as indirect if the support provided does not meet the above criterion.

Do not leave a table blank. Place an "N/A" in the first line and a "0" in Total for the table if you are not budgeting those cost in this application.

Budget

Budget Category	Grantor Share	Actions
Salaries and Wages	\$239,500.00	
Fringe Benefits	\$22,255.00	
Travel	\$1,000.00	
Supplies	\$1,000.00	
Client Services	\$0.00	
Other Direct Costs	\$9,000.00	
Total Direct Costs :	\$ 272,755.00	
Indirect Costs	\$27,245.00	
Grand Total (Direct + Indirect Cost):	\$ 300,000.00	

Matching Funds

Describe what other funding sources the organization will be using to support and accomplish the goals of the Proposed Project. Include any other grants that may fund portions of the Proposed Project, in-kind donations, or volunteer time that assists in the delivery of Proposed Project services. (Maximum allowable characters = 500)

We will have a small period of overlap of the TV+FA grant. We expect to have funding from the same foundations that have provided funding in the past at a level of around \$100k. We also raise almost \$600k with special events. We receive over \$250k annually of in-kind donations and are a Food Bank pantry.

Edit

8. Edit table and narrative for each category if changes are necessary. **Salaries and Wages** example displayed below:

NOTE: Before moving on to the next section make sure you **SAVE** your changes to each screen.

Add Line Items

Table A - Salaries and Wages

New

Save

Enter each employee that will be directly associated with the Proposed Project. Enter their position title, employee name, annual salary, and percent of time to be allotted to the Project. The total column is calculated as the employee's annual salary times the percentage of time they allocate to the grant, rounded to the nearest dollar.

To avoid losing work, be sure to click Save before moving on to the next section.

Position Title	Employee Name	Annual Salary	% of Time Allocated to the Grant	Total	Action
Mental Health Team Lead		200,000	35	\$70,000.00	
Clinician		150,000	80	\$120,000.00	
Program Director		100,000	12	\$12,000.00	
Clinician		150,000	25	\$37,500.00	

Total Records: 4

Other Information

Describe the roles, responsibilities, and qualifications including any required license or certification of each of the positions listed under Salaries and Wages and how each of those roles are necessary to accomplishing the Proposed Project. Positions allocated 10% or less will be indirect costs. For any vacant positions, provide a narrative as to how the annual salary was determined. (Maximum allowable characters = 1500)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec eget euismod eros. Etiam lobortis risus hendrerit, porta lorem vel, sollicitudin augue. Duis finibus viverra felis, non porta tellus vehicula non. Suspendisse potenti. Duis suscipit venenatis nisi, at ullamcorper tellus pellentesque a. Quisque lectus nulla, malesuada sit amet rhoncus eu, tristique eget metus. Nunc dolor nisi, gravida a justo ut, varius cursus metus. In porttitor nibh sit amet ante elementum, sit amet euismod dui cursus. Quisque aliquet, leo ut rhoncus dictum, odio libero elementum quam, non finibus velit justo ac diam. Cras aliquet purus ex, id semper risus pulvinar sit amet.

How many pay periods does your agency process per year?
24

Save

Note: Budget Sub-Category should not be left blank. Each listed line item must include corresponding **Budget Sub-Category**.

9. To Edit Project Narrative, Select Forms and Attachments and open by clicking Action Eye

Overview

Budget

Forms and Attachments

Acknowledgement

History

Instructions

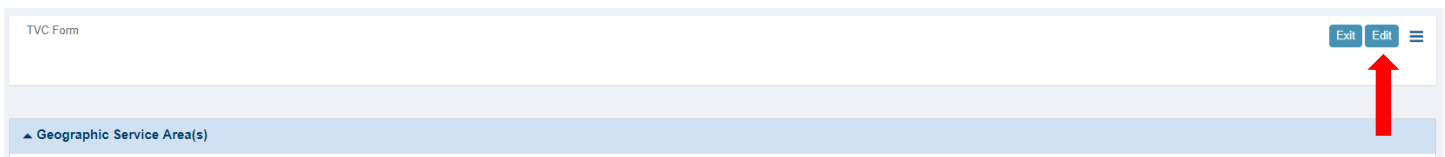
Please click the "Edit" icon (pencil) in the "Appendix I - Project Narrative" section below in order to fill out the required form for the application. Once the form is 100% filled out, and before the application is submitted, click the "Validate" button in that section. Additionally, click the "Add" button in the "Attachments" section to upload all required supplementary documents for the applications. An Application Package may have up to five attachments. Failure to provide required attachments may negatively impact the application or result in ineligibility. When submitting Application Package name each attachment according to numbers below. Note that attachments 1-3 are required for all applications. Do not upload the all the documents as one file. The Application Package includes the following items be attached: 1. Resumes of the Principal Participants in the organization 2. List and terms of current governing body members (Board of Directors, Commissioners Court, City Council Members) 3. A copy of current professional liability insurance and/or malpractice insurance policy 4. Financial Documentation if not a Unit of Local Government 5. IRS Tax determination letter regarding non-profit status, if not a unit of local government or VTC certification letter if applying for a VTC grant. Do not submit paperwork from the State Secretary of State or the State Comptroller of Public Accounts regarding non-profit status. Only IRS Tax determination letter indicating your organization is recognized as a tax-exempt non-profit is acceptable.

TVC Form

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	Project Narrative Form	TVC-001		100.00%	

Page | 6

10. Click Edit in top right

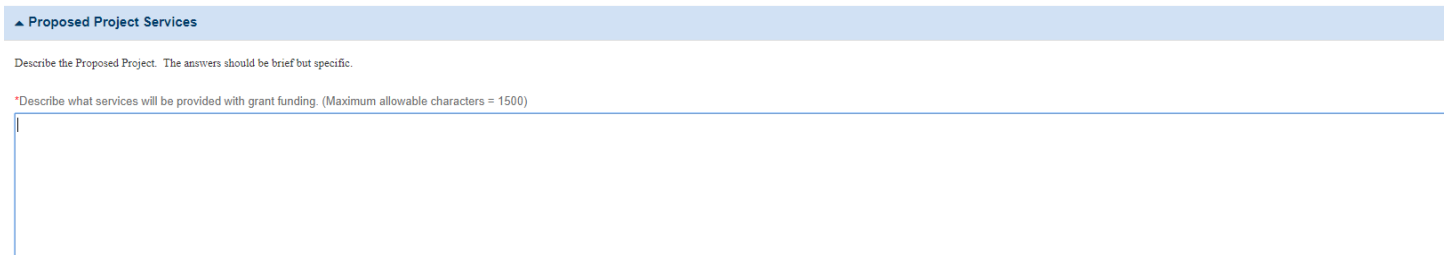


TVC Form

Exit Edit

▲ Geographic Service Area(s)

11. Scroll to section needing edit. Example here Proposed Project Services. Make changes in the table per the direction of the Grant Officer.

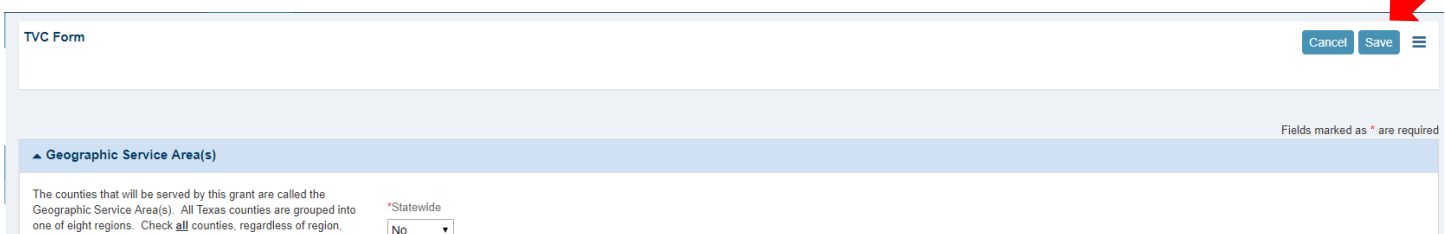


▲ Proposed Project Services

Describe the Proposed Project. The answers should be brief but specific.

*Describe what services will be provided with grant funding. (Maximum allowable characters = 1500)

12. Once all changes are complete Save entire form.



TVC Form

Cancel Save

Fields marked as * are required

▲ Geographic Service Area(s)

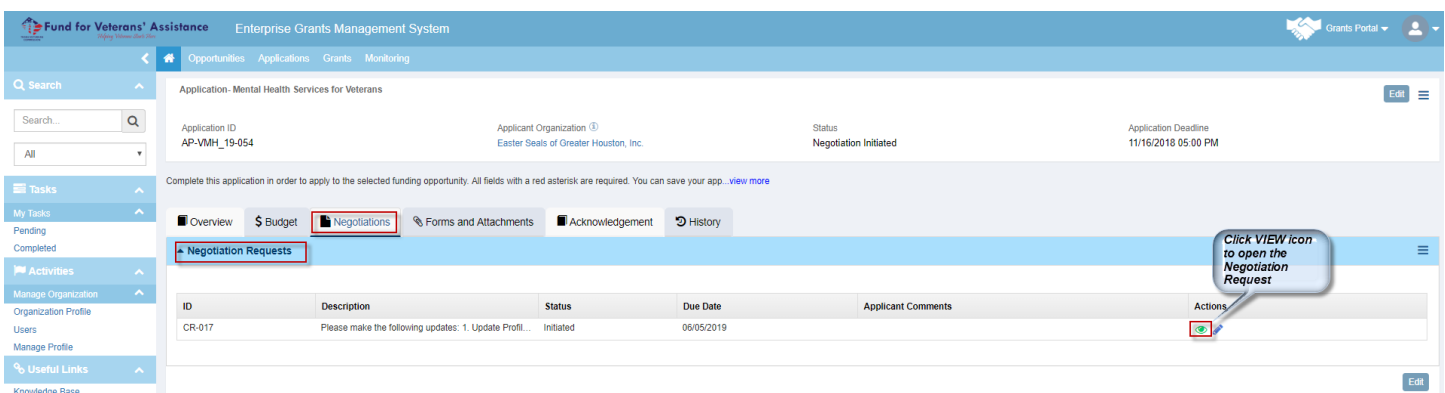
The counties that will be served by this grant are called the Geographic Service Area(s). All Texas counties are grouped into one of eight regions. Check all counties, regardless of region.

*Statewide
No

A separate email with details of the negotiation was provided by Grant Officer. The combination of information in this email and in the GovGrants portal will be used to adjust the application.

NOTE – Do not complete following steps unless you agree and have made ALL changes the Grant Officer suggested OR have finished email discussions with your Grant Officer.

13. Once all changes have been made and you, as the recipient, are ready to submit your updates and replies to grantor you must return to the Negotiations tab. Within the **Negotiations** tab under the **Negotiation Requests** section you can open the negotiation request you are working on by selecting the eye view icon.



Fund for Veterans' Assistance Enterprise Grants Management System

Grants Portal

Search

Application: Mental Health Services for Veterans

Application ID: AP-VMH_19-054

Applicant Organization: Easter Seals of Greater Houston, Inc.


Status: Negotiation Initiated

Application Deadline: 11/16/2018 05:00 PM

Complete this application in order to apply to the selected funding opportunity. All fields with a red asterisk are required. You can save your app. [view more](#)

Overview Budget **Negotiations** Forms and Attachments Acknowledgement History

Negotiation Requests

ID	Description	Status	Due Date	Applicant Comments	Actions
CR-017	Please make the following updates: 1. Update Profil...	Initiated	06/05/2019		

Click VIEW icon to open the Negotiation Request

14. The system will open the negotiation request record you are working on. To submit this specific Negotiation request to grantor – click on the Submit Request button on top right of screen as seen in screenshot below. Note: you are required to enter Applicant Comments prior to submitting. Once submitted the status of the negotiation becomes Submitted and it can no longer be edited.

Fund for Veterans' Assistance Enterprise Grants Management System

Search: All

Tasks: My Tasks, Pending, Completed

Activities: Manage Organization, Organization Profile, Users, Manage Profile

Useful Links: Knowledge Base, Recently Viewed, Support

Navigation: Opportunities, Applications, Grants, Monitoring

Negotiation Request CR-017 Status: Initiated

Buttons: Edit, Submit Request, Back

Overview

Funding Opportunity Title: 2019-2020 Veterans Mental Health Grant

Application ID: AP-VMH_19-054

Application Title: Mental Health Services for Veterans

Description: Please make the following updates:
1. Update Profile
2. Update abstract
3. Correct budget to match 350K

Due Date: 6/5/2019

Applicant Comments

Applicant Comments: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec eget euismod eros. Etiam lobortis risus hendrerit, porta lorem vel, sollicitudin augue. Duis finibus viverra fells, non porta tellus vehicula non. Suspendisse potenti. Duis suscipit venenatis nisi, at ullamcorper tellus pellentesque a. Quisque lectus nulla, malesuada sit amet rhoncus eu, tristique eget metus. Nunc dolor nisi, gravida a justo ut, varius cursus metus. In portitor nibh sit amet elementum, sit amet euismod dui cursus. Quisque aliquet, leo ut rhoncus dictum, odio libero elementum quam, non finibus velit justo ac diam. Cras aliquet purus ex, id semper risus pulvinar sit amet.

Buttons: Edit, Submit Request, Back

15. Once submitted the status for the specific Negotiation Request will change to Submitted.

Fund for Veterans' Assistance Enterprise Grants Management System

Navigation: Opportunities, Applications, Grants, Monitoring

Application - Mental Health Services for Veterans

Application ID: AP-VMH_19-054

Applicant Organization: Easter Seals of Greater Houston, Inc.

Status: Negotiation Initiated

Application Deadline: 11/16/2018 05:00 PM

Complete this application in order to apply to the selected funding opportunity. All fields with a red asterisk are required. You can save your app... [view more](#)

Overview, Budget, Negotiations, Forms and Attachments, Acknowledgement, History

Negotiation Requests

ID	Description	Status	Due Date	Applicant Comments	Actions
CR-017	Please make the following updates: 1. Update Prof...	Submitted	06/05/2019	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec eget euismod ...	

NOTE: If the TVC requires more updates after reviewing your submitted responses they will create a NEW negotiation request which will appear in the Negotiation Requests section on a separate line. Each negotiation request is unique.